

INSTRUCTIONS FOR THE HANDLING OF ACTION PAPERS

1. The purpose of this procedure is to set forth the method of controlling action paper by the Information Branch while in OSI. The responsibilities of other components are stated in OSI Regulation 110-1 dated May 1953. Those papers which will be subject to control include all material directed to the AS/SI from other AD's or higher officer and from any agency outside of CIA. An exception to the above will be made in the case of purely administrative material which will require a response from all OSI Divisions and Staffs. In this case action chits will be prepared for the appropriate Staff Chief having action responsibility.
2. The detailed procedure is as follows:
 - A. After receiving the papers to determine if they require a reply by the AD.
 - (1) Simultaneously type 2 pack (12 copies) of Form 35-1.
 - (a) Assign office information control number.
 - (b) Security classification
 - (c) Office of origin
 - (d) Date of material
 - (e) Date received in I.B.
 - (f) Prepare short abstract of the subject material.
 - (2) Attach #6 chit to Action Cover Sheet, (Form 75-3), which remains permanently with cover sheet. The cover sheet need not be filled out and serves only for intra-division routing.
 - (3) Attach #1 chit to action sheet, to be removed by division for their record.
 - (4) Clip #3 and #2 chits to action sheet, attach to action paper and dispatch to Executive Officer.
 - (5) Upon receipt of #3 from Executive Officer dispatch information chits to offices indicated by Executive and destroy remainder.

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Security Information

- (6) File #4 chit by serial no. #5 by office of origin, #1 by due date.
 - (7) Upon receipt of reply, enter in outgoing log, send action paper and cover sheet to action office for file destroy #3 chit.
3. This procedure will be applicable to cables which will be controlled in the same manner, being kept in a separate position in the central file. Material from the Special Center will be similarly controlled, eliminating the subject notation on the chits.